# APPENDIX - A

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### Introduction

### **Current Account Reconciliation**

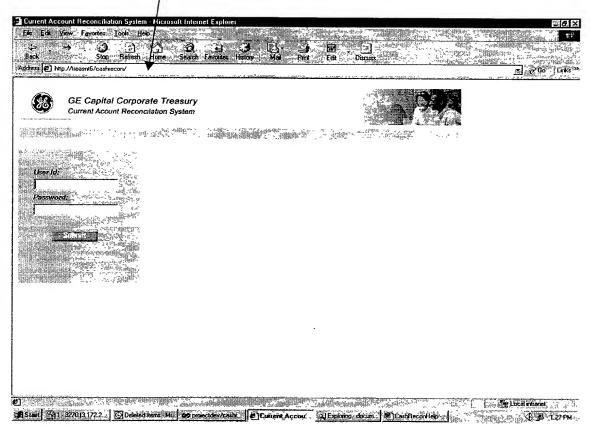
CAR system facilitates the tracking of account reconciliation while providing a consistent basis for measurement of the reconciliation process. This process has the functionality to import data into STAR.

Also CAR receives booking information from the businesses in order to adjust the reconciliation and generate analytical reports.

## Starting the application

To start the Current Account Reconciliation system you need the following steps:

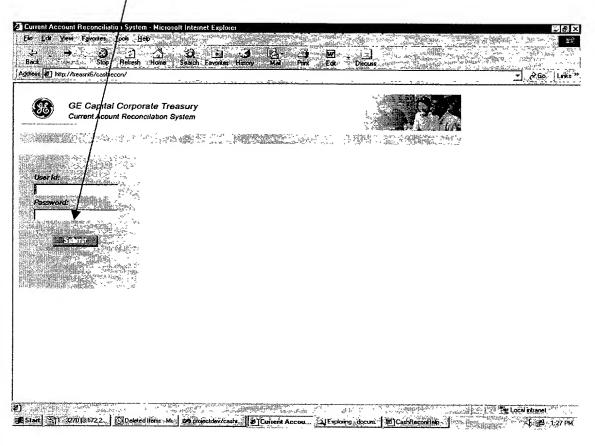
- Start the Internet Explorer 4.0 or any other version
- 2. Type the following address
- 3. http://treasnt6.corp.capital.ge.com/cashrecon/



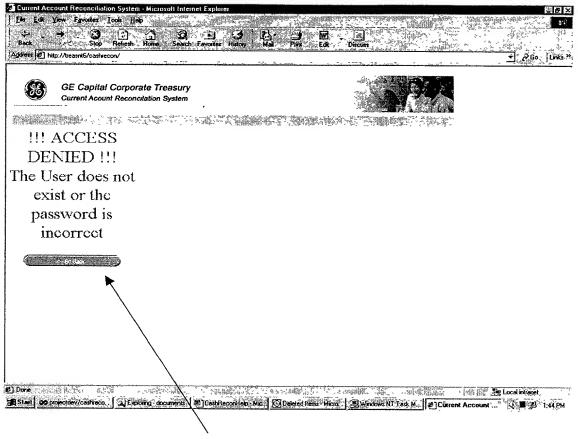
## Login to application

1.

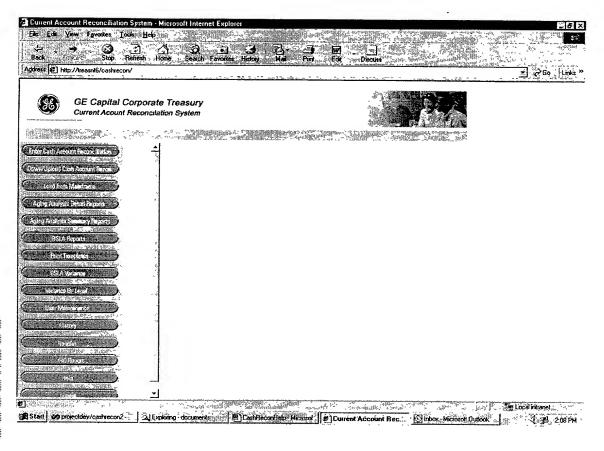
Type the login and password
To continue with the application click the *submit* button. 2.



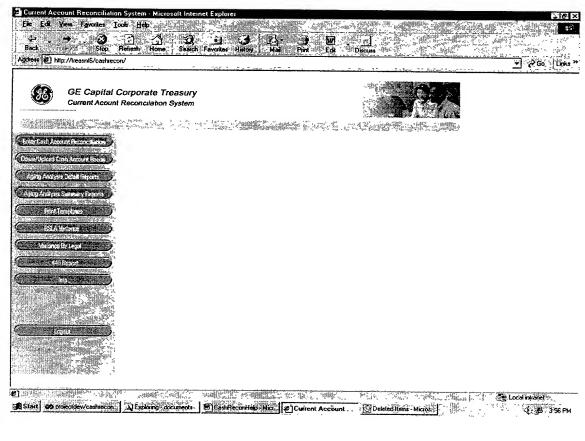
If the user or the password is incorrect, the system will generate an access denied error 3. message.



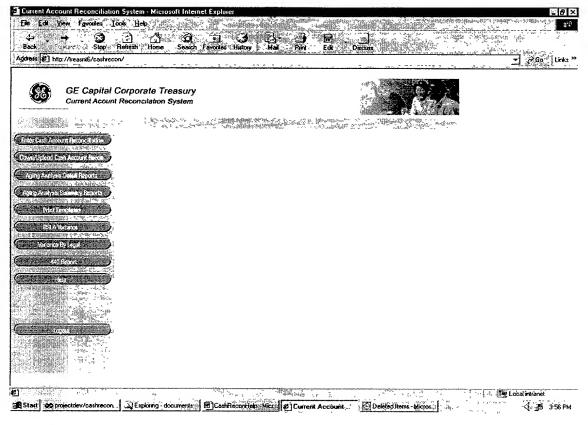
- 4. Click the Go back button to let you enter the user and password again.
- 5. If you are using an admin user you will able to see next window



6. If the user and password are correct, the system will display the next window menu. If you use a business user you will see this menu





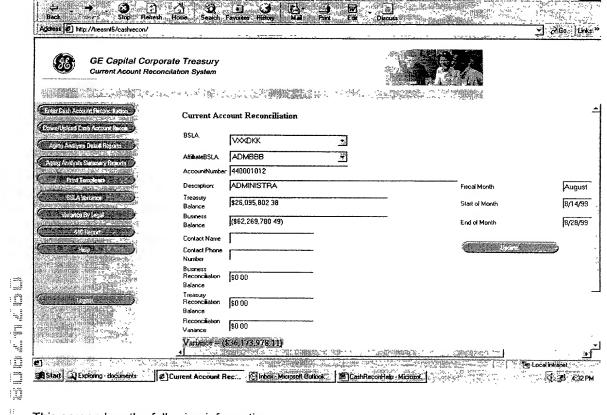


The Current Account Reconciliation system has two options to insert information. These two options are: Enter Cash Recount Information and Download/Load Cash Recount Information.

- 6. If you want to introduce by yourself the information into the system, choose the *Enter Cash Recount Information*.
- 7. Otherwise if you want to introduce the information using files, choose the Download/Upload Cash Recount Information option.

## **Enter Current Account Information**

Once you had chosen the Enter Cash Recount Information option this screen will be displayed.



This screen has the following information:

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File Edit View Favorites Looks Help

**BSLA:** Indicates the BSLA id to which corresponds the information below, you can select a different BSLA of the List. When you select a BSLA the information below is updated to the corresponding BSLA.

Account Number: Always is the account number 440001012 of the BSLA

Affiliate BSLA: You can select a different Affiliate BSLA of the list. When you select an Affiliate BSLA the information below is updated to the corresponding BSLA and Affiliate BSLA. This field is linked with the BSLA field, when the BSLA changes in this field is showed the Affiliate BSLA linked.

Treasury Balance: Indicates the amount of the treasury balance Business Balance: Indicates the amount of the business balance

Contact Name: Indicates the contact name of the BSLA selected

Contact Phone Number: Indicates the contact phone number of the BSLA selected

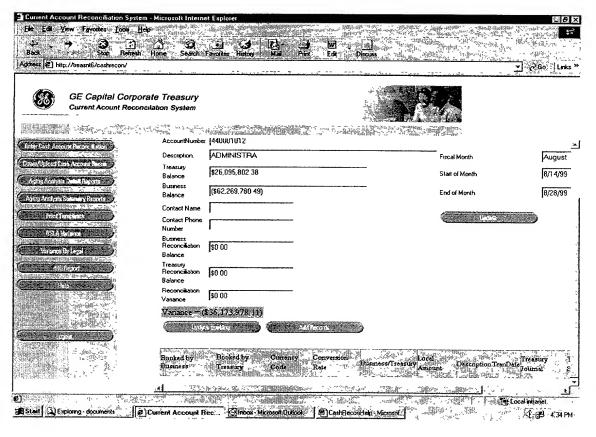
Fiscal Month: Refers to the description of the current fiscal moth.

Start of Month: Refers to the start date of the current fiscal moth.

End of Month: Refers to the start date of the current fiscal moth.

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- 1. Click on the Logout button if you want to logout the system.
- 2. To see the information about a specific register you have to choose the BSLA and Affiliate BSLA.
- 3. Done this, the information of register you had chosen is showed on the screen and the *Update* button is activate to let you change the data showed on the top of the screen.
- 4. If you want to add new records to the book information just click the *Add Records* button and a new row in the table will be added. All the files are needed and some of them need special format, length and data type.

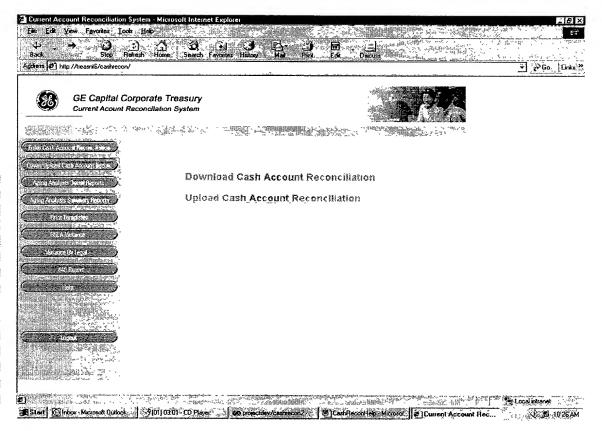
Field	Туре	Length	Format	Comments
Booked by Business	Float	N/A	Numeric	This field is calculated
Booked by Treasury	Float	N/A	Numeric	This field is calculated
Currency	Char	3	Alphabetic	Required field
Conversion Rate	Float	8	Numeric	Required field
Description	Char	100	Alphanumeric	
TranDate	date time	8	Date	Required field
Treasury Journal	char	40	Alphanumeric	1
Treasury Source	char	3	Alphanumeric	
Office	integer	4	Alphanumeric	
Legal Entity	integer	4	Numeric	

**NOTE:** If the data introduce to any field is incorrect, the system will activate an error message to let you know.

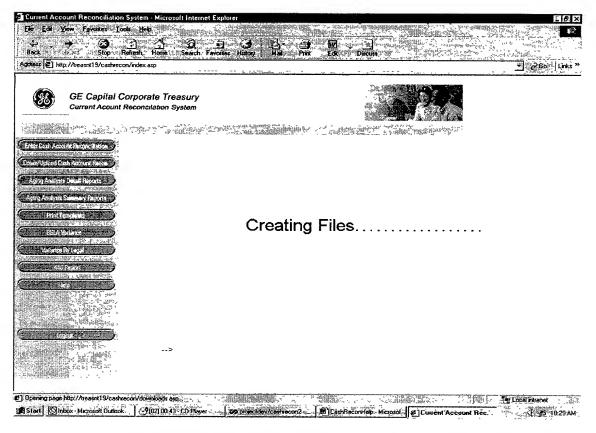
5. If you want to update the information on the screen of some particular book information, change it and click the *Update Booking* button to update the new information in the database.

## **Download/Upload Current Account Information**

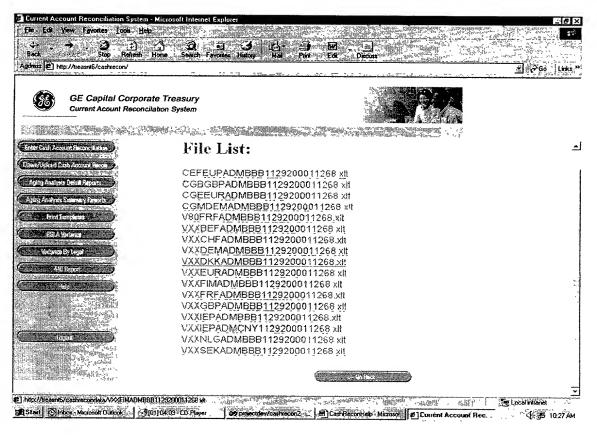
This screen shows the options to download/upload current account information from a file.



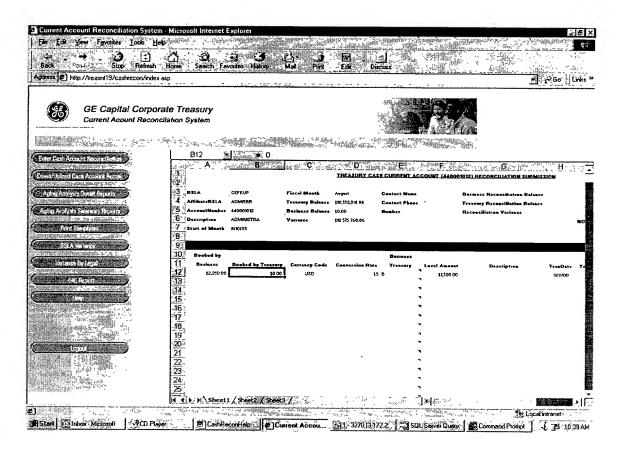
- 1. If you want to create files using information restored in the database, click on the *Download* option and the files will be generated.
- 2. If you want to upload information from a file to a table, click on the *Upload* option shown in the screen.
- 3. If the option you chose was the download option, the next screen will appear while the files are created.



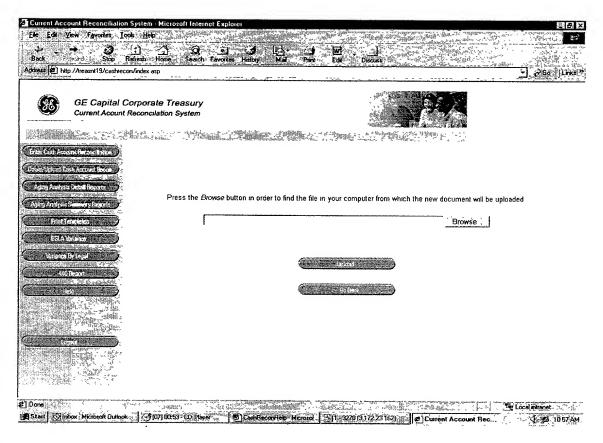
- 4. A Back to Download/Load menu button appears on the screen. Click on it if you want to go back to the menu.
- 5. Once the files are created a list of them will appear on the screen. If you want to check one in special just double click on it.



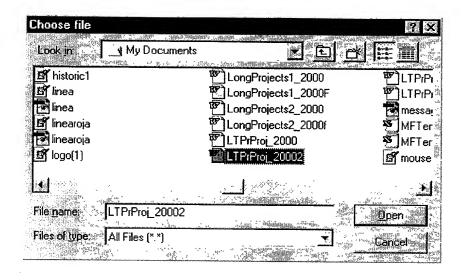
6. If you chose one of the file from the list a screen like the next one will appear.



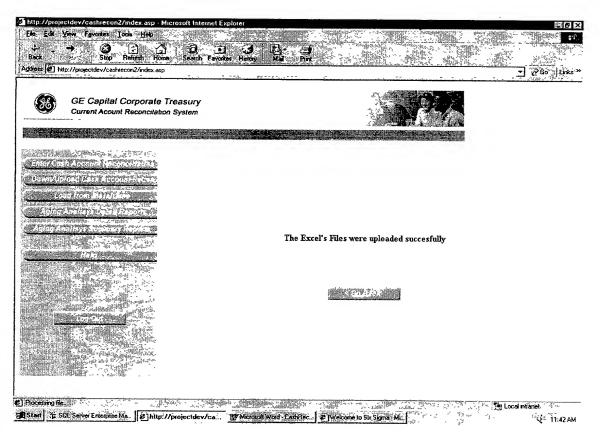
- 7. To go back to the previous page just click on the Back button that is on the menu page.
- 8. If you chose the Upload option, the next screen will appear.
- 9. In order to keep with this procedure, you have to click on the Browse button that will let you search the file to be uploaded.



10. When the Browse button has been clicked, the next dialog box will appear and will let you choose the file to be uploaded.



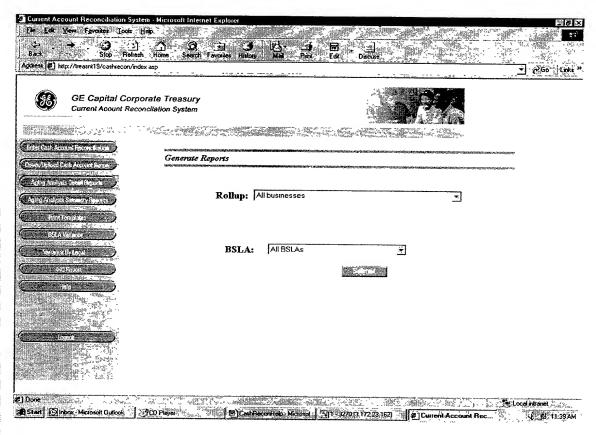
- 11. Once you had chosen the file to be uploaded the screen will be displayed as follow.
- 12. To keep on the upload process, click the *Upload* button.
- 13. If you want to logout the system, click on the *Logout* button and the Login screen will appear.
- 14. Once the upload process has been finished, the next message screen will appear.



- 15. If you want to logout the system, click on the Logout button and the login screen will appear.
- 16. Otherwise if you want to unload another file, click on the Back button and the screen describe on the 11. dot will appear.

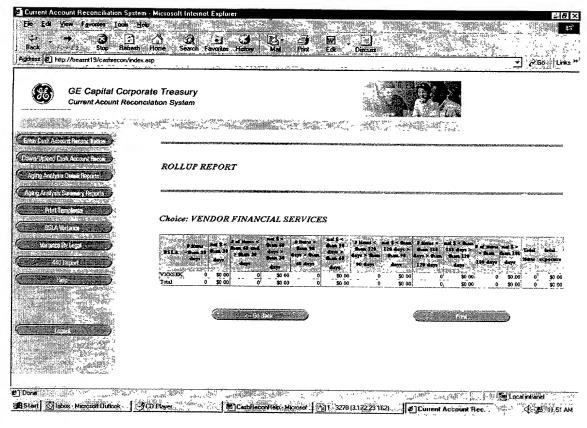
## **Aging Analysis Detail Reports**

Once you had feed booking information you will be able to view analytical detail data in this option for one or several business.



- review its data
- see every BSLA related to.
- window.

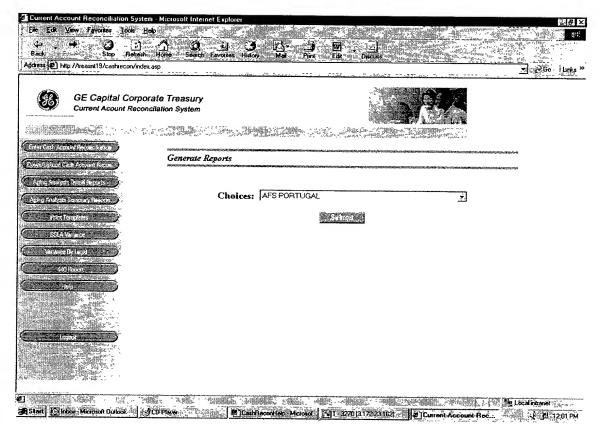
You will be able to choose a specific business in order to Regarding of which Business you had chosen you could Then you can hit on submit button and you will see next



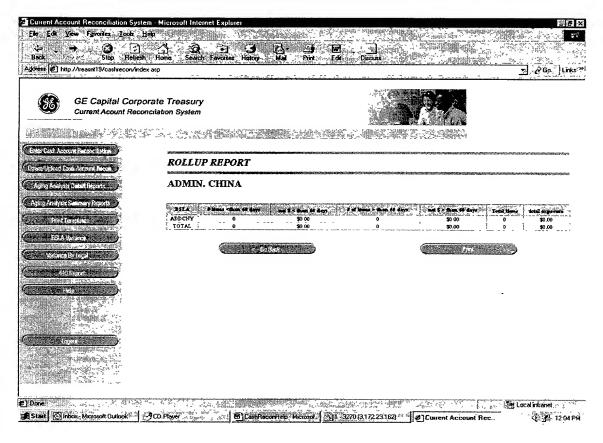
- 4. Click on the *Logout* button if you want to logout the system.
- 5. Hit on Go back button in order to return to previous page
- 6. Click on the *Print* button if you wish to print the document

## **Aging Analysis Summary Reports**

Once you had feed booking information you will be able to view summary data in this option.



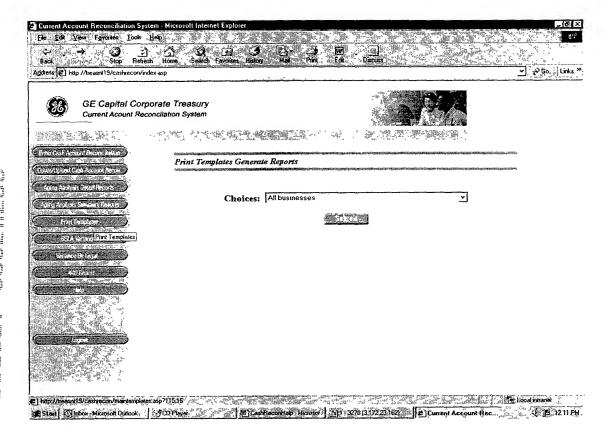
- 1. To see the information about a specific business you have to choose it
- 2. After then you can see next window



- 3. Click on *Print* button in order to print the document
- 4. Hit on Go Back button to see previous page.

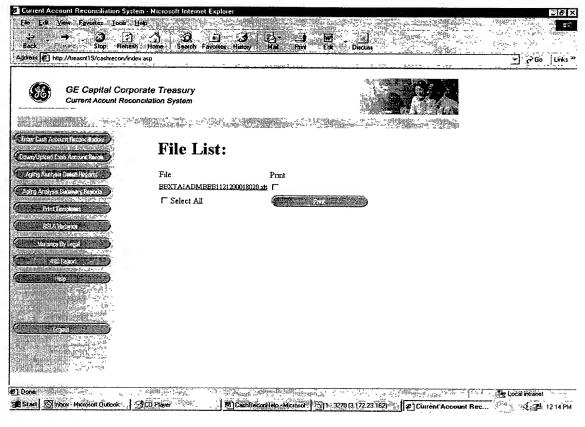
## **Print Templates**

Once Templates had been downloaded in Download option they will be able to print them into this option



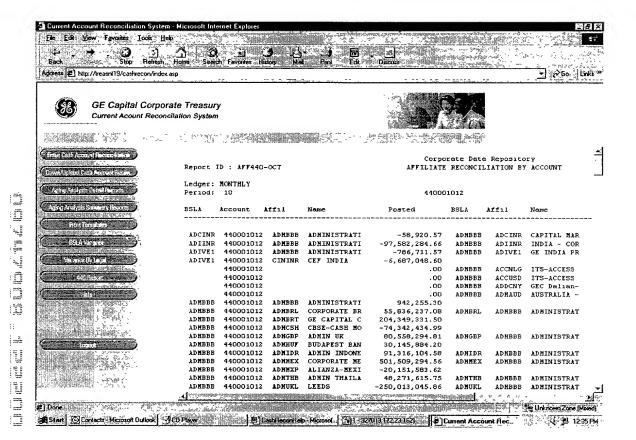
- 1. Choose specific business you need to see
- 2. Once you had chosen business click on Submit button to show you information
- 3. You will see next window





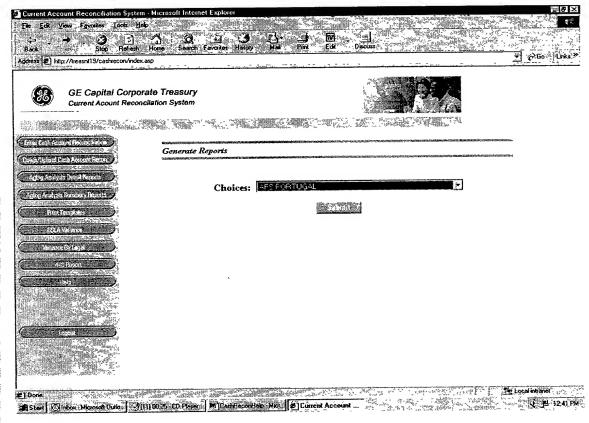
- 4. Select a specific file(s) to be printed
- 5. Once you have selected file (s) click on *Print* button

This option will show Affiliate Reconciliation Report by account; this report will be for current period.

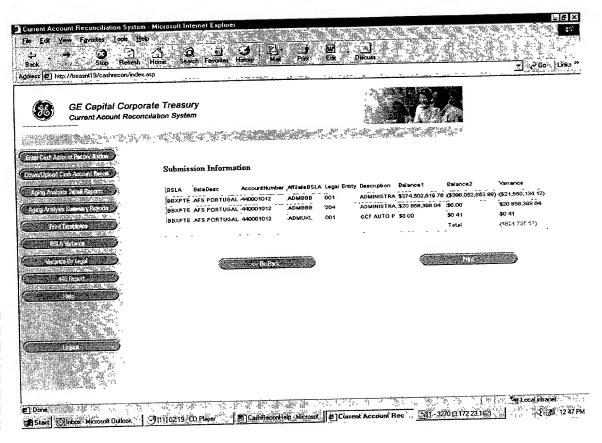


## Variance by Legal

This option will show variance by legal entity.



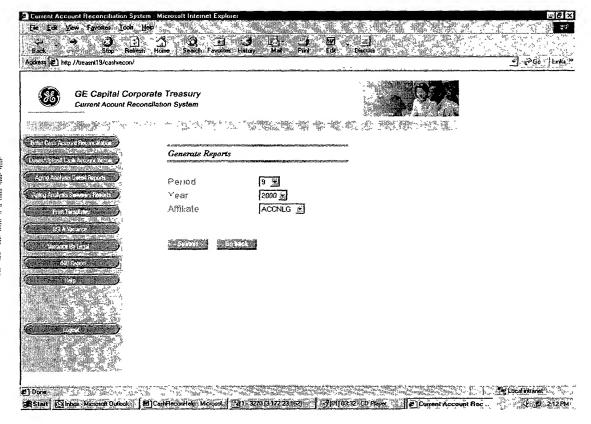
- 1. Choose a specific business you need to see
- 2. Click on submit button in order to show you information with all BLSA.
- 3. Once you had hit on selected right data you will be able to see next window.



- Click on Print button in order to print the document
- Hit on Go back button to return previous page.

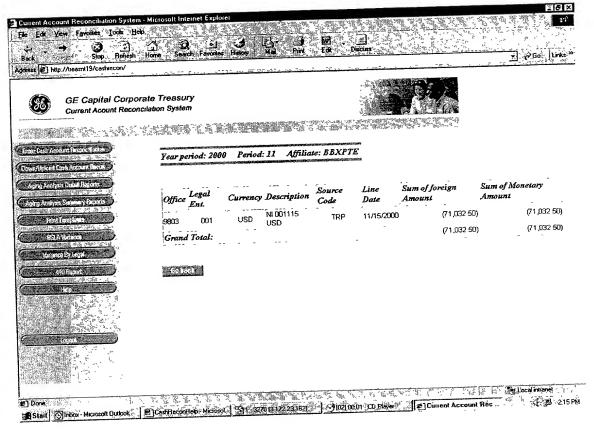
## 440 Report

This option will show Cash Account Reconciliation. You can search data by Year period, Accounting period and Affiliate.



- 1. Once you had chosen accounting, year period and affiliate, click on Submit button
- 2. You will able to see next window.



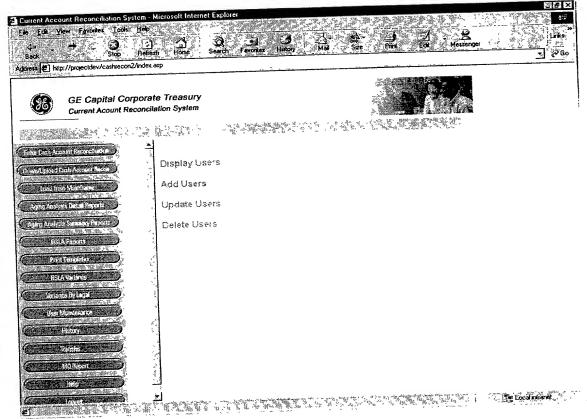


3. Click on Go back button to see previous window.

### **User Maintenance**

This option will allow to the administrator to maintain the user information.

In this option you can add, delete, update and show information about business users trough the next menu.



The information that can be maintained in this function is:

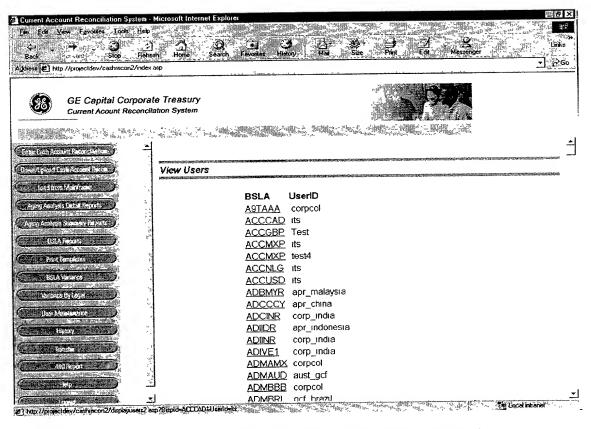
- BSLA. This field contains the six-character code to identify the BSLA.
- User ID. This field is the id which the BSLA contact, will use to access to the system. The maximum number of characters for this field is 15.
- Password. This field refers to the password to access to the system. The maximum number of characters for this field is 12.
- Business Unit. In this field you will type the Business Unit where is located this BSLA. The maximum number of characters for this field is 20.
- Business Contact. This field refers to the name of the person in the Business, which is in contact with Treasury. The maximum number of characters for this field is 20.
- Business Phone. This field refers to the phone number of the person in the Business, which is in contact with Treasury. The maximum number of characters for this field is 13.
- Business DialComm. This field refers to the DialComm number of the person in the Business, which is in contact with Treasury. The maximum number of characters for this field is 10.

- Business Fax. This field refers to the fax number of the person in the Business, which is in contact with Treasury. The maximum number of characters for this field is 13.
- Business Email. This field refers to the email address of the person in the Business, which is in contact with Treasury. The maximum number of characters for this field is 20.
- Treasury Contact. This field refers to the name of the person in Treasury, which is in contact with the Business. The maximum number of characters for this field is 20.
- Treasury Phone. This field refers to the name of the person in Treasury, which is in contact with the Business. The maximum number of characters for this field is 20.
- Treasury DialComm. This field refers to the DialComm number of the person in Treasury, which is in contact with the Business. The maximum number of characters for this field is 10.
- Treasury Fax. This field refers to the name of the fax number in Treasury, which is in contact with the Business. The maximum number of characters for this field is 13.
- Treasury Email. This field refers to the email address of the person in Treasury, which is in contact with the Business. The maximum number of characters for this field is 20.

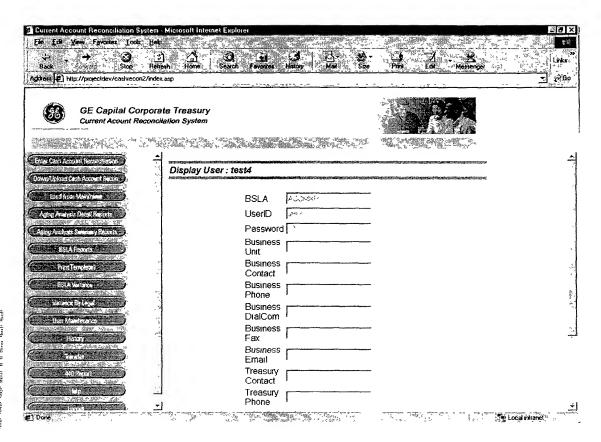
#### Displaying user information

Click over the Display Users option.

Select the combination of BSLA-User id to be shown.



In the next screen you will see the specific information for the selected combination.

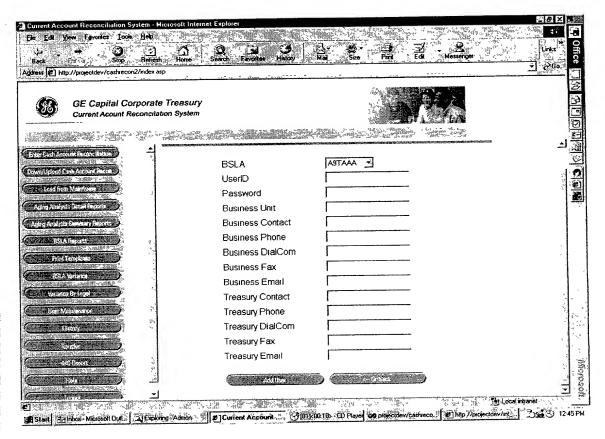


#### Adding a user

Click over the Add Users option.

Fill the information mentioned before and hit on the "add user" button in the next screen.

I you do not want to add user, hit on the "go back" to return to menu.



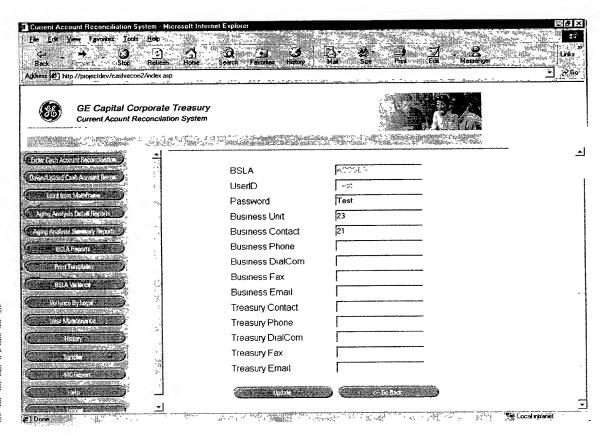
### Updating a user

Click over the Update Users option.

Select the combination of BSLA-User id to be updated.

Once selected the user modify the information that you want to update and hit on the "Update" button in the next screen.

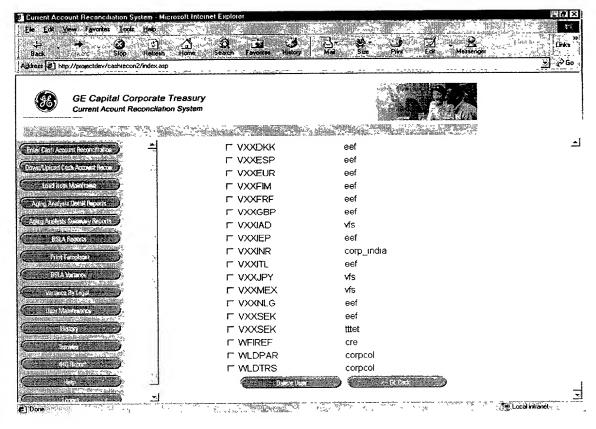
I you do not want to modify the information, hit on the "go back" to return to menu.



#### Deleting a user

Click over the Delete Users option.

Select the combinations or combination of BSLA-User id to be deleted in the next screen activating the boxes on the left column.

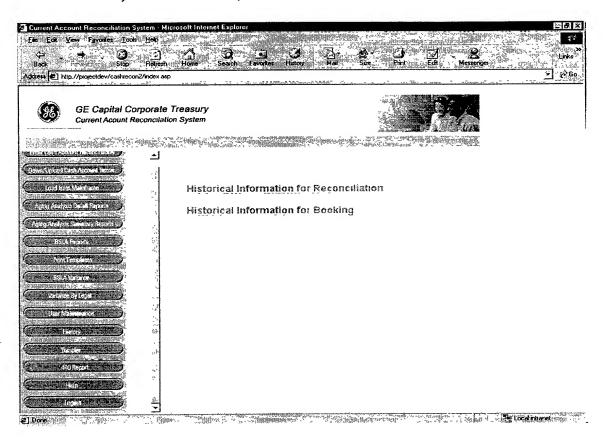


Once selected the user hit on the "Delete user" button in the next screen.

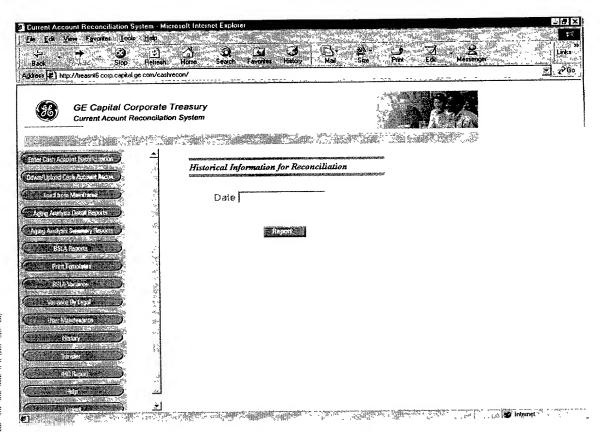
I you do not want to delete the information, hit on the "go back" to return to menu.

## History

In this option you will see a report with the historical information about reconciliation and booking information sent by the businesses in previous dates.



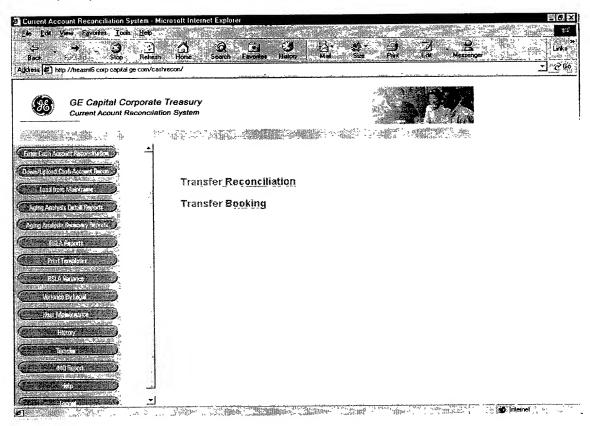
Selecting either Reconciliation or Booking information you will see the next screen, when you should introduce the date when the information was transferred from the current to the historical information.



Once typed the date, hit on the report button to see the information that you want to see.

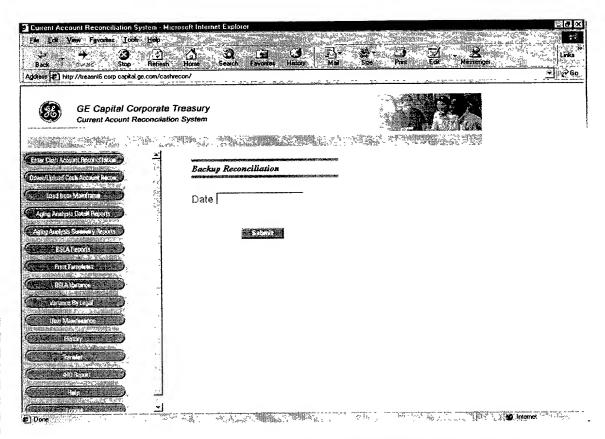
## Transfer

In this option you will store the information of previous dates before it will be deleted.



You can transfer either Reconciliation or Booking information.

In the next screen you should introduce the date when the information is being transferred from the current to the historical information.



Once typed the date, hit on the report button to see the information that you want to see.

# Help

This option will show Help document

